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17 FEB 1956

MEMORANDUM FOR: Executive Director, CIA Career Council

SUBJECT : Report on Individual Career Development Planning Program

REF: Memo to OC Career Service dated 9 February 1956
Same Subject

1. The following is a report on the individual career planning program established within the Communications Career Service.

a. There are no Office of Communications publications establishing individual career programs as such. However, as indicated in OC Order 3-55 (copy attached), the Director of Communications takes an extreme interest in assuring that each individual has a Plan and that it is compatible with personal and Agency requirements.

b. Every member of the Communications Career Service, with a few exceptions, has an approved Plan which covers a period of at least two years. Plans currently in process are for those individuals who are about to complete a Plan already in existence or new EOD's with the Office.

c. It is necessary that all individuals in the Communications Career Service have a Plan.

d. Basically, reassignment, promotion, completion of an overseas tour, or preparation for an overseas tour "triggers" the initiation of the Plan.

e. Completed Plans are primarily maintained in a reference file for the Career Service Board. However, copies of the Plans are also maintained both in the individual's official Personnel File and Communications file and a copy is retained by the interested division within the Office of Communications.

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NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS ☒ 2011
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DATE: 23 JUL 1981 REVIEWER: 029725

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2. There are attached, as examples, two consecutive Plans for a member of the Communications Career Service. Barring emergencies, these Plans cover a period of at least four years. Statistics furnished in the quarterly reports of the activities of the Communications Career Service will indicate the number of similar Plans approved each quarter.



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for
Director of Communications

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Attachments:

OC Order 3-55

2 Plans for an OC Employee

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